

## **PROCESS OF PROVIDING JUROR QUESTIONNAIRES BY CD**

- 1) Weekly jury pool is drawn and summons mailed about 3 weeks prior to the start of the designated week.
- 2) Two Fridays before the start of the designated week, Questionnaires of those jurors who have not been excused for the week are scanned to the Network Printer. Disks are then created which will be available for attorneys of cases scheduled for that particular week. There will be a disk created that contains only the Questionnaires and a disk that contains the Questionnaires and attachments. At 8:00 a.m. on the Thursday before the Monday of the designated week, the Disks will be available to parties of a trial scheduled for that particular week. If Court ordered, the disk can be released sooner due to the earlier preparation time of the scanning process. Parties will need to make a specific request for the CD to the Jury Supervisor or Court Marshal. We will have a CD duplicator to process such requests. For those having cases scheduled in Division II, the disk containing the attachments will be provided.
- 3) The scanned Questionnaires will be in pool sequence # order which is the way the names will appear on the seating chart.
- 4) The CDs will be labeled with the pool # and inclusion dates. The label will also contain a confidentiality statement together with notification that copying of the CD is prohibited and the requirement that the CD be returned to the Jury Supervisor/Court Marshal.  
Sample label: All jury information contained on this CD is confidential and provided only to the parties. This CD is not to be copied and shall be returned to the Jury Supervisor/Court Marshal after completion of the trial.
- 5) A log will be maintained for checking out the CDs and insuring they are returned. If one is not returned, the party holding that CD will not be allowed to check out any others until it is returned.
- 6) Parties can call the Jury "hotline" after 4:00 PM Sunday through Thursday to receive a final determination of which jurors are being called in for the next day's trial(s).